

GRADE LEVEL TECHNOLOGY SKILLS

from the Salem Public Schools Technology Plan 2008 - 2012

GRADE 12

- Understand and use subject specific peripheral input devices and other equipment as required through individual course selection.
- Identify and use methods for transferring, downloading, and converting graphics, sound and video files.
- Apply basic troubleshooting strategies for the hardware and software components of the computer system.
- Resolve commonly occurring error messages.
- Follow classroom rules for responsible and ethical use of computers (responsible behavior around equipment, respect for other people's work, and appropriate collaborative behavior).
- Demonstrate a clear understanding of the District's Acceptable Use Policy .
- Demonstrate an understanding of the consequences regarding copyright violations, including computer hacking, computer piracy, intentional virus setting and invasion of privacy.
- Use advanced word processing skills to create a research paper including footnotes, citations, and style sheets.
- Copy database structure but not data.
- Use advanced formatting features of a spreadsheet application. (e.g. reposition columns and rows, add and name worksheet)
- Research, plan, create, edit and present a polished multimedia presentation.
- Collaborate with others via electronic conferencing or discussion groups (bulletin boards, listservs or interactive video).
- Present information, ideas and results of work using a variety of communications technologies (e.g. multimedia presentations, web pages, videotapes, desktop published documents).
- Justify the use of technology research tools to locate, evaluate and collect information from a variety of sources, to process data and to report results.
- Resolve information conflicts and validate information through accessing, researching and comparing.
- Evaluate when to use specialized technology tools for problem solving, decision-making and creativity.